

## About the Instructions

We use this symbol to flag any requirements or tools that are new or changed from the last biennium.



### New items found in these instructions:

**Final Project Cost Report:** As part of the recommendations in the 2009 JLARC report, “Evaluation of the Accuracy of Capital Project Cost Estimates,” agencies must complete a Final Project Cost Report for all major projects (\$5 million or more in total cost) that have reached final completion and financial close-out in the current biennium. The report will record information needed to compare completed projects with cost and scope estimates submitted in requests for capital budget appropriations. OFM has developed a template for the final project close-out report, which can be found at: <http://www.ofm.wa.gov/budget/capitalforms/finalprojectcloseout.xlsx>.

Agencies shall include a list of projects that meet these criteria, along with the report(s). The project list and associated cost estimates are required submittal items with the 2013-15 capital budget request.

**Economic impact:** Narrative justifications for each project request should include a brief description of the economic impact of the project to the state. The description should include the economic value the project brings to the community and economy, both during the initial construction phase and through duration of the project financing. For example, a project funded with general obligation bonds over a 25-year period should include the economic impact during the initial construction phase and over the 25 years of financing.

**Sub-project descriptions:** Projects that have sub-projects must include a description of each sub-project in the project narrative. This does not include minor works project lists.

**Legislative districts:** The Capital Budget System (CBS) has been updated to reflect the legislative district changes that take effect in November 2012. This will ensure that your budget submittal reflects the new districts.

**Puget Sound recovery:** Agencies must follow additional steps in developing and submitting their budget request if any part of their budget will be devoted to projects that implement any part of the Puget Sound Partnership’s Action Agenda. These steps are described in more detail in Chapter 6.2.

**Timeline of major capital budget events in 2012**

<b>June</b>	Priorities of Government analysis begins. Predesign requests due to OFM. Requests to change agency activity structure due to OFM by June 30.
<b>September</b>	Agency capital and operating budgets due.
<b>August – November</b>	Budget review by OFM and the Governor.
<b>September</b>	Second-year estimate review due by September 30.
<b>November – December</b>	Budget deliberations and final decisions.
<b>December</b>	Governor's budget recommendations sent to Legislature by December 20.